## **Job Title: Procurement Specialist**

**Department:** Finance

**Immediate** 

**Supervisor:** Procurement Manager

<b>Origination Date:</b>	07/27/2005
<b>Revision Date:</b>	07/01/2012
Job Grade	603
FLSA Status	Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

The Procurement Specialist is responsible for providing customer support, consultation (Procurement Code, policies, and procedures) and a variety of complex City procurements. The position requires the use of tact and diplomacy and customer interaction at all levels of the organization. The Procurement Specialist reviews purchase requisitions from City departments for completeness, accuracy and compliance with existing policy and procedures to determine the most cost effective and efficient method of procurement to purchase the needed goods/services. The Procurement Specialist performs complex formal and informal solicitations and evaluations for goods and services and professional services agreements.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS -
1	S	Processes requisitions by determining the method of procurement to be used and performs the procurement using informal or formal procurement process; prepares purchase orders through a computerized system; reviews purchase orders for completeness, accuracy, and compliance with existing policies and procedures. Researches department requirements to assist departments in determining the most cost effective and efficient method of meeting their needs.
2	S	Writes contract specifications in conjunction with requesting City departments. Prepares bid documents and reviews and evaluates responses to bids and proposals. Works with the City Attorney's office in reviewing bids and proposals. Makes recommendations to Procurement Manager for alternate procurements (i.e. emergency, sole source and competition impracticable). Determines the need for term and volume contracts.
3	S	Organizes, updates and retains product information files, purchase order records and solicitation records. Monitors contract database for accuracy.
4	S	Monitors contracts by interpreting and evaluating contract provisions; monitors compliance with contracts and makes recommendations for corrective action resulting from vendor inaction or deficiencies.
5	S	Prepares statistical reports that identify savings and efficiencies in the procurement process. Assists the Procurement Manager in identifying carryover funding for the following budget year. Assists with end user training in the automated purchase/inventory system.

	Physical Strength Code	ESSENTIAL FUNCTIONS -
6	S	Directs and conducts procurement solicitations for Professional Services Agreements and other informal and formal solicitations.
7	S	Assists with the development of a formal surplus and property programs.
8	S	Provides oversight, technical assistance and when appropriate chairs evaluation committees.
9	S	Establishes the requirements for goods and services and has contracts in place in case a national or local emergency is declared. These contracts would be necessary in order to assure compliance and reimbursement from government agencies such as FEMA for the goods and services the City would be required to supply during an emergency.
10	S	Reviews documents such as records of negotiations, insurance and advertising for completeness and compliance.
11	S	Works with Departments to develop specifications and award criteria for informal and formal procurements. Researches references, publishes solicitations and receives responses; ensures responses meet established criteria; instructs evaluation committee members on application of award criteria; oversees evaluation of responses by evaluation committee; makes recommendations for awards and publishes Notices of Intent.
12	S	Identifies new vendor sources, locates vendors and implements a City vendor registration system.

## JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read research papers, legal documents, statues, policies, procedures, and City Codes at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and create moderately complex mathematical formulas, interpret mathematical methodologies used in the analysis in research papers published in various journals at a college level.
Writing	Work requires the ability to write in a clear and concise manner to Council Members, City management staff, and others in reports, correspondence, and memorandum at a college level.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy / Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
Budget Responsibility	Has no budgetary responsibility.
Technical Skills	Comprehensive Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal / Human Relations Skills	Moderate - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

### **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R ☑ O □ F □ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☒ Communicating with co-workers	Pushing/ Pulling	□ N 図 R □ O □ F □ C	<ul><li>☑ File drawers</li><li>☐ Equipment</li><li>☑ Tables and chairs</li><li>☐ Hoses</li></ul>
Fine Dexterity	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☑ Calculator</li><li>☐ Calibrating equipment</li></ul>	Climbing	□ N ⊠ R □ O □ F □ C	
Walking	□ N □ R □ O ⊠ F □ C	<ul><li>☑ To other departments/offices</li><li>☑ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N ☑ R □ O □ F □ C	⊠ Supplies     ⊠ Equipment     ⊠ Files	Foot Controls	□ N □ R □ O □ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N ⊠ R □ O □ F □ C	⊠ Supplies     ⊠ Equipment     ⊠ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N □ R ☑ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li><li>☒ Making repairs</li></ul>
Reaching	□ N □ R □ O ⊠ F □ C	<ul><li>☒ For supplies</li><li>☒ For files</li></ul>	Crouching	□ N ⊠ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Communicating via telephone/radio, to co-workers/public</li><li>☐ Listening to equipment</li></ul>
Kneeling	□ N ⊠ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>	Twisting	□ N □ R □ O ⊠ F □ C	<ul><li>☒ From computer to telephone</li><li>☐ Getting inside vehicle</li></ul>
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

<b>Physical Demands (continu</b>	ed)							
Machines, Tools, Equipmen	·	Aide						
Telephone, calculator, fax.	it and work	Alus.						
Telephone, calculator, fax.								
Computer Equipment and	Software:							
Personal computer, Microsoft Office se	oftware, financia	l software.						
<b>Environmental Factors:</b>								
Environmental Conditi	ons	Never	Seasonally	Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature (heat, cold, extreme temp. changes twork)	from outside	X						
Wetness and/or humidity (bodily discomfort from moisture)		×						
Respiratory hazards (fumes, gases, chemicals, dust and o	lirt)	×						
Noise and vibration (sufficient to cause hearing loss)		×						
Physical hazards (high voltage, dangerous machinery prisoners, patients – not customers)		×						
Health and Safety Conditio								
Health and Safety Conditions	N = Never	R = Rarel	v O = Oc	casionally	F=	Frequently	C =	Constantly
,	Never	Less than	•	r more of		n 1/3 to 2/3		or more of
	occurs	hour per we	eek the	e time	of	the time	1	he time
Mechanical hazards	×							
Chemical hazards	×							
Electrical hazards	×							
Fire hazards	×							
Explosives	×							
Communicable diseases	×							
Physical danger or abuse	×							
Other (specify)								
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	od Centers							
Protective Equipment Requ	iired:							
N/A								

#### **Job Demands**

#### **Overall Strength Demands:**

	Overall Strength Demands
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

#### **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations			$\boxtimes$	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime			×	
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work	×			
Noisy/Distracting Environment			×	
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

### Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

#### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.